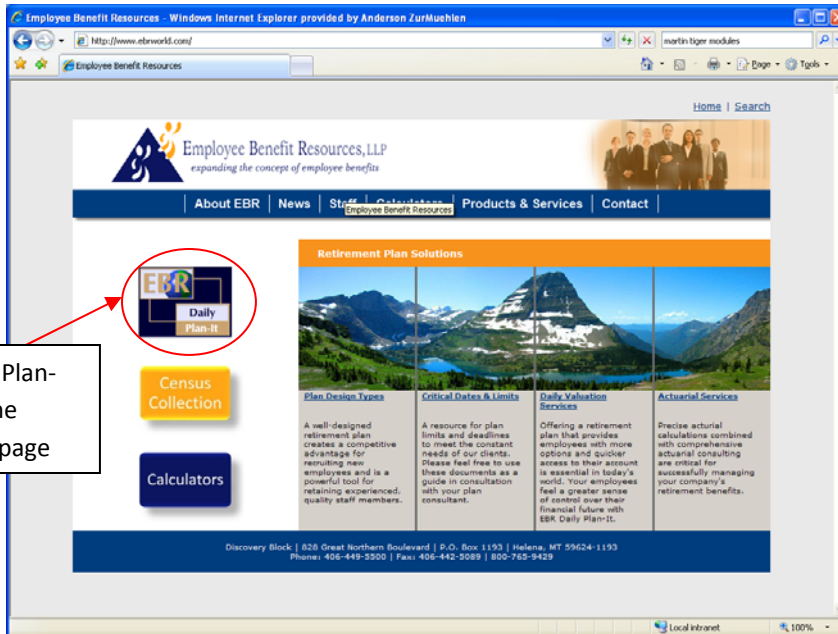


Detailed Instructions for accessing and uploading plan census information files

1. From the EBR home page select the EBR Daily Plan-It™ icon on the left to access the login page as shown below.



Select the EBR Daily Plan-It™ icon to access the secure upload login page

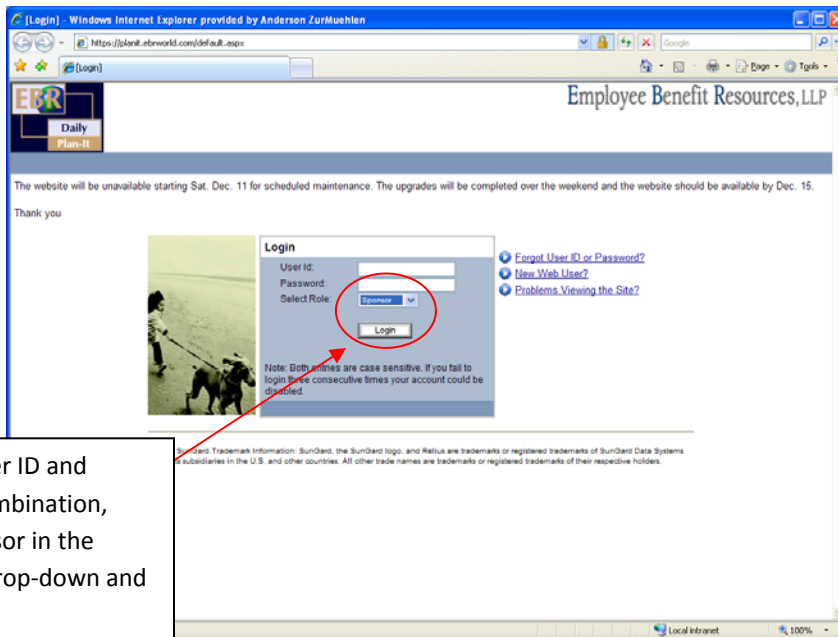
2. Once the login page opens, enter the User ID and Password, select Sponsor from the Select Role drop-down, then Login. There are three unique login sets listed below for your use in uploading files. If after entering the first combination you get the message indicating **“Session could not be started due to the existence of a current session for this user”** do not select Drop Current User. Please use the second login combination. If you get the same error a second time, please proceed to the third login set. If after entering the third set, you get the same message you will need try to access the site at a later time.

Secure File Upload User ID and Passwords

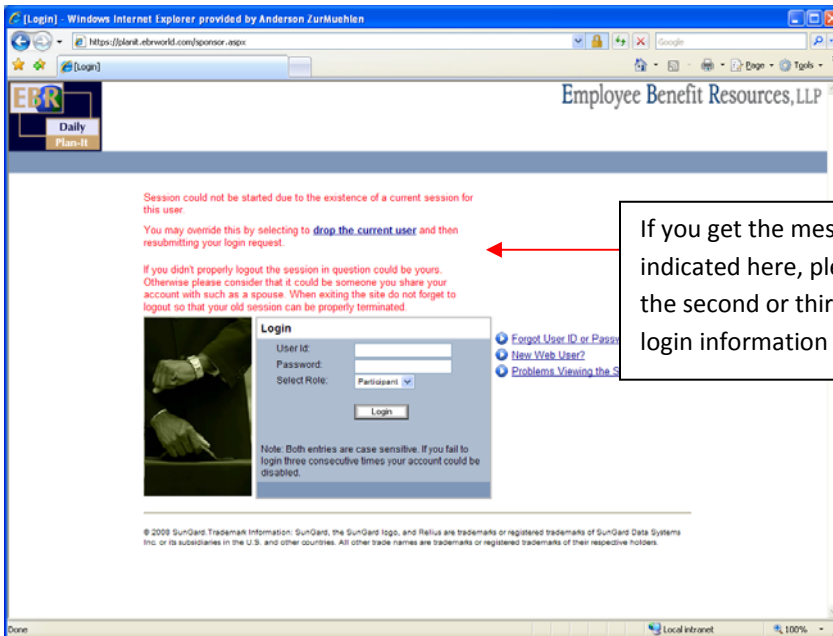
Login #1: User ID-EBRCensus
Password-EBR123

Login #2: User ID-EBRCensus2
Password-EBR123

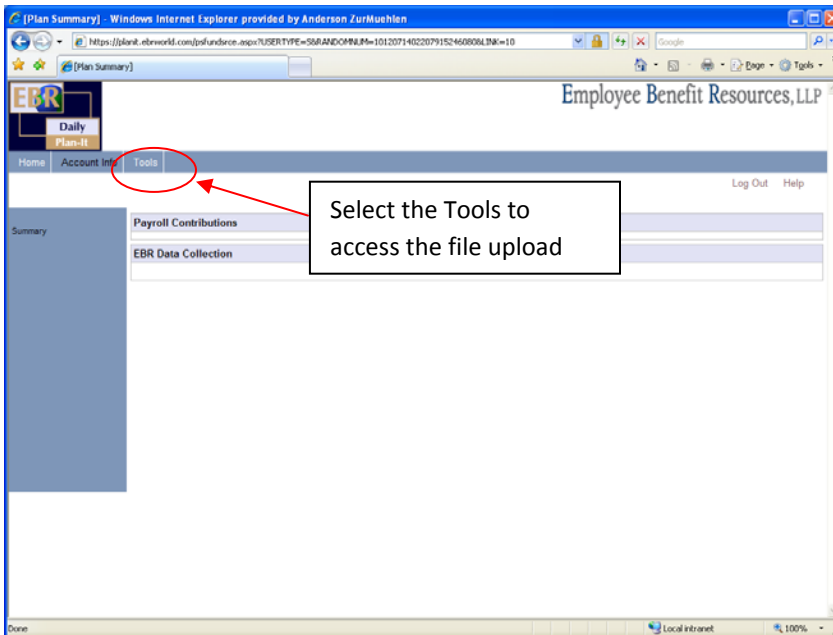
Login #3: User ID-EBRCensus3
Password-EBR123



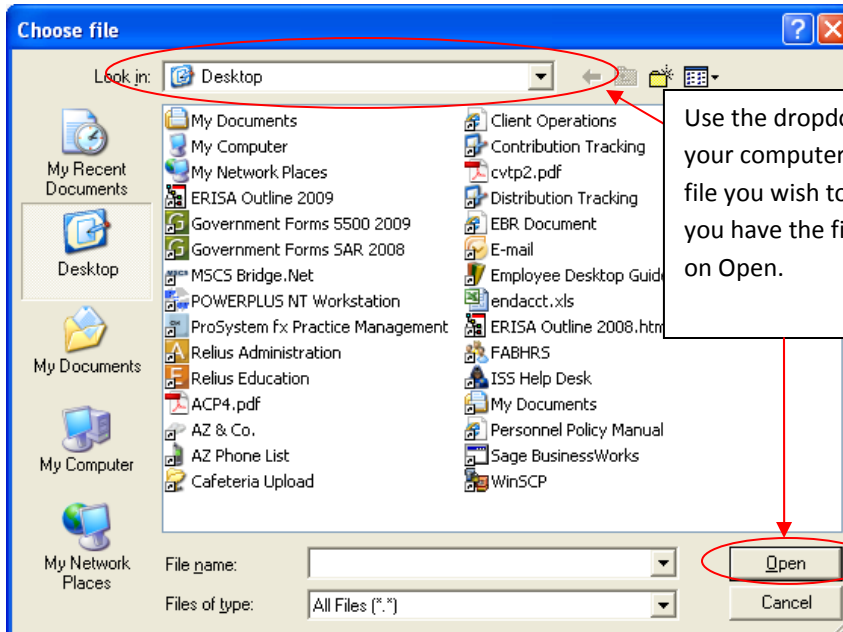
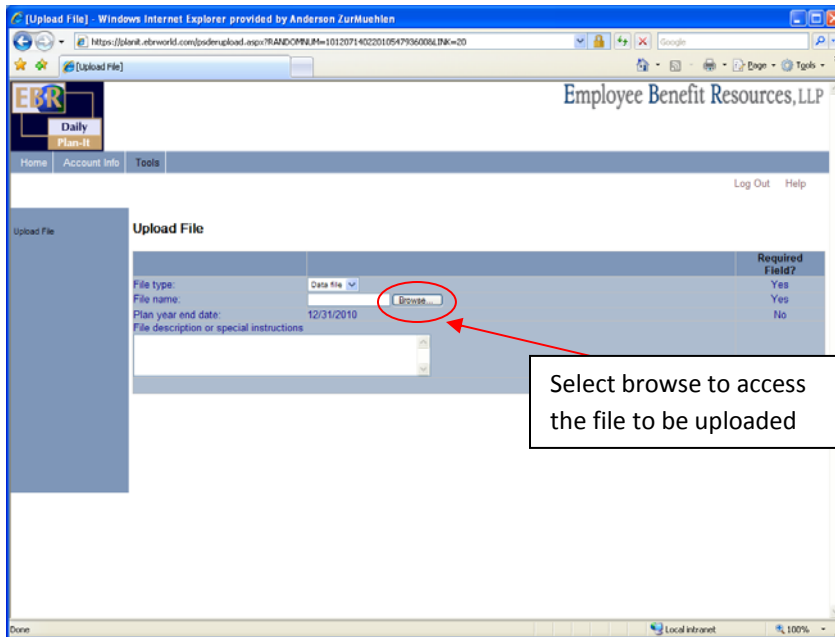
Enter the User ID and password combination, choose Sponsor in the Select Role drop-down and select Login



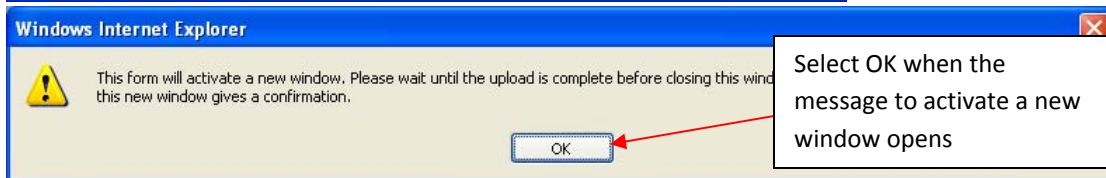
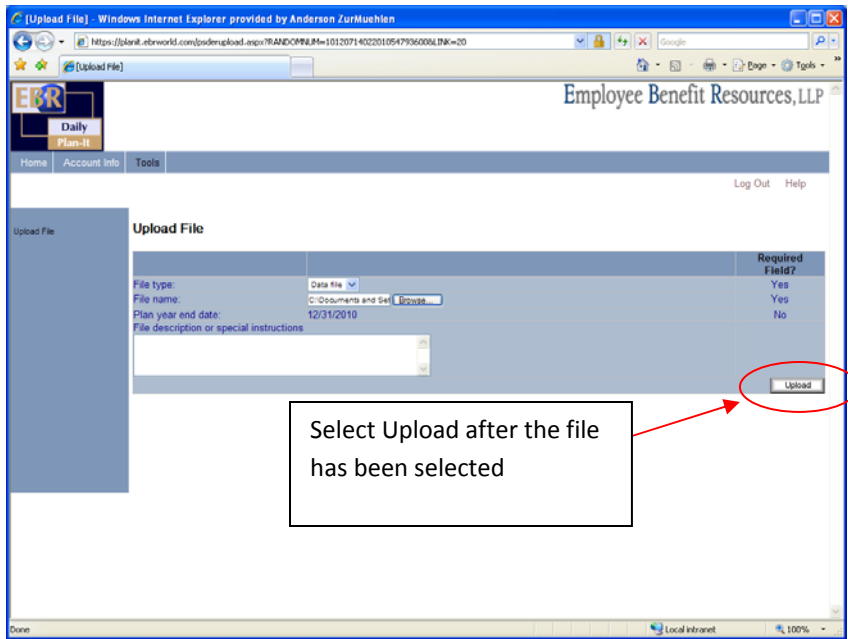
- Once you are signed in, the first page you will see is titled Plan Summary. On this page, select Tools from the menu options at the top of the page to access the file upload feature.



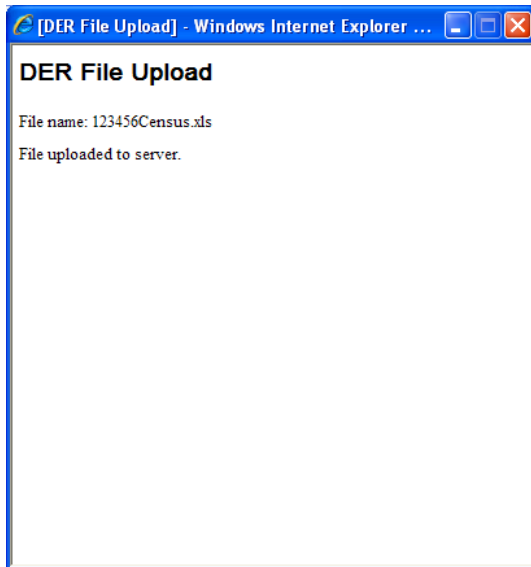
- Once the file upload page opens, first select the Browse button to retrieve the file you are going to upload. The "Choose file box" will open which you will let you browse to where the file is saved and select it. Please make sure that all files include your Client ID number as indicated on the census request letter you received.



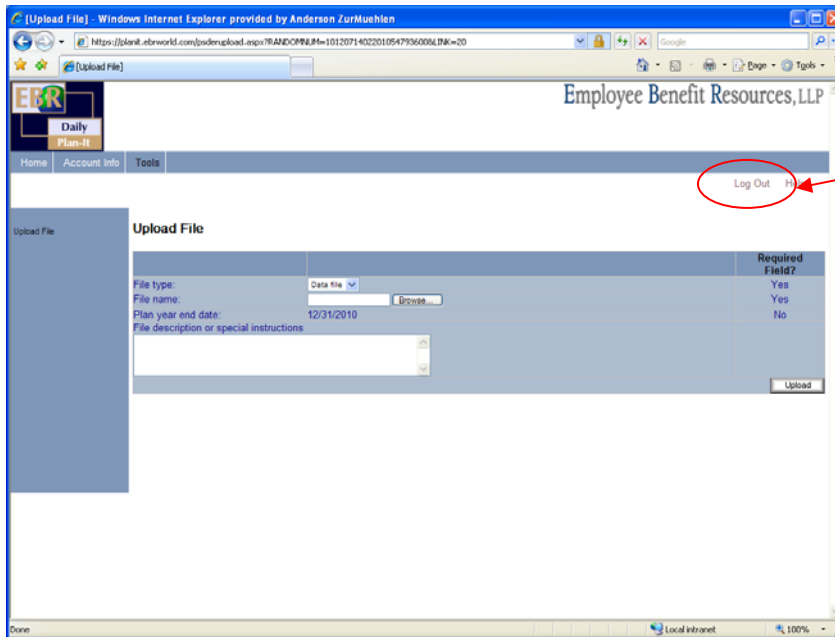
5. Once you have selected the file, select Upload to have the file securely transmitted to EBR. When you press the Upload button you will get the message stating *"This form will activate a new window. Please wait until the upload is complete before closing this window. Your file is NOT uploaded to the server until this window gives a confirmation."* Select OK.



6. After selecting OK in the “*activate new window*” box, the DER File Upload window will open. Once the file has been uploaded, a confirmation will be shown stating “*DER File Upload*” which will also show the file name and “*File uploaded to server.*” Once this window appears you can close the DER File Upload window. You will then return to the main file upload page.



7. You can repeat these steps to upload any other files pertaining the plan year census. Once you have completed uploading all files select the Log Out button from the upper right hand side of the web page.



Select Log Out when finished

*If you have any questions or problems uploading to the secure site please contact your account administrator at 406-449-5500 or 1-800-765-9429.